

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68
REGULAR BOARD MEETING
AGENDA**

Wednesday, January 31, 2024, 6:00 PM

BOARD ROOM

395 Wakesiah Avenue

Nanaimo, BC V9R 3K6

Policy 2.4 Role of the Chair and Vice-Chair

The Chairperson, or designate, shall be the official spokesperson to the news media for the Board.

Pages

1. CALL TO ORDER

The Chair will call the meeting to order. With great respect and humility, we acknowledge and honour the lands of the Snuneymuxw people. The Snuneymuxw people maintain their profound, unique and spiritual connection to the land through ageless traditions, teachings, stewardship and expressions of reciprocity.

2. TRANSFER OF ITEMS TO OPEN MEETING AGENDA

3. ADDITIONS

4. DELETIONS

5. CHANGE IN ORDER

6. APPROVAL OF THE AGENDA

That the Agenda be approved.

7. APPROVAL OF THE MINUTES

That the minutes from the Regular Board of Education meeting held on December 20, 2023, be adopted.

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8. SECTION 72(3) REPORT

8.1	Section 72(3) Report	11
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That the Section 72(3) Reports from the Closed Board of Education meeting on December 20, 2023, and the Special Closed Board of Education meeting on January 17, 2024, be received.

9. ANNOUNCEMENTS AND REMINDERS

Education Committee Meeting: February 7, 2024

Business Committee Meeting: February 14, 2024

Board of Education Meeting: February 28, 2024

Family Day - Statutory Holiday: February 19, 2024

Non-Instructional Days: February 5 and 6, 2024

10. PRESENTATIONS

10.1	Zonta Club of Nanaimo	13
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Presenting on behalf of Zonta Club of Nanaimo, Andrea Paris, Jeffrey Ng, Samatha Criddle, Alexandra Bonkowski and Claudia Fletcher

Re: Human Trafficking and Sexual Exploitation Awareness

11. CORRESPONDENCE

11.1	Down Syndrome BC	16
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Re: Measurable Goals for Inclusion for Children with Down Syndrome

That the Board of Education of School District No. 68, (Nanaimo-Ladysmith) refer the correspondence from Down Syndrome BC to be received and filed.

11.2	Minister of Education and Child Care, Rachna Singh	19
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Re: Ladysmith Intermediate Seismic Mitigation Project

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from Rachna Singh, Minister of Education and Child Care, for Board Chair response.

12. COMMITTEE REPORTS

12.1	Business Committee	
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12.2 Education Committee

13. SENIOR STAFF REPORTS

13.1 Mark Walsh, Secretary-Treasurer 21

Re: Policy 2.18 Trustee Remuneration and Professional Development

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt the revised Policy 2.18 – Trustee Remuneration and Professional Development Expenses.

13.2 Mark Walsh, Secretary-Treasurer 28

Re: Policy 2.5 - Board Committees Representation and Annual Work Plan

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt the revised Policy 2.5 – Board Committees Representation and Annual Workplan.

14. UNFINISHED BUSINESS

15. NEW BUSINESS

16. FOR INFORMATION

16.1 Board Motions Report 35

16.2 Trustee Committee Reports

17. QUESTION PERIOD

Question Period is intended to enable the public to obtain clarifying information regarding a current agenda item.

Individuals wishing to ask questions of the Board upon completion of Committee and Board sessions shall do so in writing on the form provided which includes their name, street address and email address. The individual will be asked to verify his/her self and be afforded the opportunity to read out their own question. Each individual shall be limited to one follow-up question upon receiving a response. Forms are available in the information rack near the entrance of the Board Room.

If the meeting is being held online, individuals wishing to ask questions of the Board shall type their question in the Q&A compose box on the right side of the screen and then select send. Your question will be read by the Board or Committee Chair.

Questions and responses will be included in the video of the meeting and the meeting minutes and will be part of the public record.

18. ADJOURNMENT

That the meeting be adjourned.



**THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68
MINUTES OF THE REGULAR BOARD MEETING**

December 20, 2023

- | | | |
|----------|---|---|
| Trustees | G. Keller, Chair
N. Bailey, Vice Chair
T. Brzovic
L. Lee | C. Morvay
L. Pellegrin
T. Rokeby
M. Robinson |
| Absent | C. McKay | |
| Staff | L. Tait, Deputy Superintendent
D. Burgos, Ex. Dir. of Communications | K. Matthews, Manager Admin. Services
T. Sutton, Assoc. Secretary-Treasurer |
| Absent | S. Saywell, Superintendent/CEO | M. Walsh, Secretary-Treasurer |

1. CALL TO ORDER

The Chair called the meeting to order at 6:01 pm.

2. TRANSFER OF ITEMS TO OPEN MEETING AGENDA

Chair Keller advised that in this evening's previous meeting Taunia Sutton was appointed as Acting Secretary-Treasurer for this regular Board meeting.

3. ADDITIONS

There were none.

4. DELETIONS

There were none.

5. CHANGE IN ORDER

There was no change in order.

6. APPROVAL OF THE AGENDA

R23/12/20-01

IT WAS MOVED BY Trustee Bailey

IT WAS SECONDED BY Trustee Rokeby

That the Agenda be approved.

CARRIED UNANIMOUSLY

7. **APPROVAL OF THE MINUTES**

R23/12/20-02

IT WAS MOVED BY Trustee Brzovic

IT WAS SECONDED BY Trustee Morvay

That the minutes from the Regular Board of Education meeting held on November 22, 2023, and the Annual General Meeting held on December 6, 2023, be adopted.

CARRIED UNANIMOUSLY

8. **SECTION 72(3) REPORT**

8.1 Section 72(3) Report

R23/12/20-03

IT WAS MOVED BY Trustee Brzovic

IT WAS SECONDED BY Trustee Morvay

That the Section 72(3) Report from the Closed Board of Education meeting on November 22, 2023, be received.

CARRIED UNANIMOUSLY

9. **ANNOUNCEMENTS AND REMINDERS**

Education Committee Meeting: January 10, 2024

Business Committee Meeting: January 17, 2024

Board of Education Meeting: January 31, 2024

Schools Re-open after Winter Break: January 8, 2024

10. **PRESENTATIONS**

10.1 Nanaimo Area Public Safety Association

Collen Middleton, Founding Director

The Board received a presentation from Collen Middleton, Founding Director of Nanaimo Area Public Safety Association. The presentation is attached to the Agenda.

11. CORRESPONDENCE

11.1 C & M Atherton

R23/12/20-04

IT WAS MOVED BY Trustee Brzovic

IT WAS SECONDED BY Trustee Bailey

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from C & M Atherton to staff for response.

CARRIED UNANIMOUSLY

12. COMMITTEE REPORTS

12.1 Business Committee

R23/12/20-05

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Brzovic

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the School District Statement of Financial Information (SOFI Report), as presented, for the year ending June 30, 2023.

CARRIED UNANIMOUSLY

R23/12/20-06

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Bailey

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) support staff pursuing a prefabricated/modular expansion option to alleviate overcapacity at NDSS that may include additional capacity at NDSS or additional capacity at Wellington and to report back to the Board for final approval and direction on appropriate consultation as required.

CARRIED UNANIMOUSLY

R23/12/20-07

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Brzovic

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt the revised Policy 2.22 – Public Interest Disclosure.

CARRIED UNANIMOUSLY

R23/12/20-08

IT WAS MOVED BY Trustee Robinson
IT WAS SECONDED BY Trustee Morvay

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the addition of Policy 2.15 – Trustee Criminal Record Check to its workplan with the intention of adding Trustee Orientation to the purpose of the Policy.

CARRIED UNANIMOUSLY

R23/12/20-09

IT WAS MOVED BY Trustee Robinson
IT WAS SECONDED BY Trustee Brzovic

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the addition of a general Policy review to its Workplan with the intention of rationalizing and aligning the Board's Policy Manual.

CARRIED UNANIMOUSLY

R23/12/20-10

IT WAS MOVED BY Trustee Robinson
IT WAS SECONDED BY Trustee Rokeby

That the Board of Education of School District No. 68 (Nanaimo- Ladysmith) approve a reduction in the Accumulated Operating Surplus to Local Capital transfer done September 2023 in the amount of \$700,000, and that the funds then be restricted, pursuant to Policy 2.16 Accumulated Operating Surplus (Reserve), under the Reserve category of Operations Spanning Multiple Years, in order to account for the John Barsby turf field contribution over the 10-year contractual term.

CARRIED UNANIMOUSLY

12.2 Education Committee

R23/12/20-11

IT WAS MOVED BY Trustee Morvay
IT WAS SECONDED BY Trustee Bailey

That the Board of Education of School District No. 68 (Nanaimo- Ladysmith) accept the report of the ad hoc Student Voice Committee and further that the Board of Education receive the draft revised Policy 2.5 – Board Committees Representation and Annual Work and circulate as a notice of motion for 30 days,

utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.

CARRIED UNANIMOUSLY

13. SENIOR STAFF REPORTS

14. UNFINISHED BUSINESS

14.1 Mark Walsh, Secretary-Treasurer

Re: Transportation Policy

Taunia Sutton provided an update on the public consultation feedback and recommended next steps for the Board's consideration. An Action Sheet is attached to the Agenda.

R23/12/20-12

IT WAS MOVED BY Trustee Robinson

IT WAS SECONDED BY Trustee Morvay

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) send the feedback from the consultation on the Transportation Policy to the Policy Committee and that the Policy Committee make recommended changes (if applicable) for return to the Business Committee upon completion.

CARRIED UNANIMOUSLY

15. NEW BUSINESS

There was none.

16. FOR INFORMATION

16.1 Board Motions Report

The Board Motions Report was received for information.

16.2 Trustee Committee Reports

There were none.

16.3 Trustee Zone Assignments

Trustee Zone Assignments were received as information.

17. QUESTION PERIOD

There were no questions this evening.

Chair Keller acknowledged Dale Burgos, Executive Director of Communications on his last day of working with the Board.

18. **ADJOURNMENT**

The meeting adjourned at 6:41pm.

R23/12/20-

That the meeting be adjourned.

Mark Walsh, Secretary-Treasurer

Greg Keller, Chair

DRAFT

**BOARD OF EDUCATION OF SCHOOL DISTRICT 68
(NANAIMO-LADYSMITH)**

Report of the Closed Board Meeting December 20, 2023

Minutes – Section 72(3) Report

(3) A board must prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than trustees or officers of the board, or both, were excluded and the record must be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the board.

Trustees

T. Brzovic
N. Bailey
L. Lee
G. Keller
C. Morvay
L. Pellegrin
M. Robinson
T. Rokeby

Absent

C. McKay

General Decisions Made by the Board

- Personnel Matters
- Asset Management

General Matters Discussed by the Board

- Personnel Matters
- Asset Management

**BOARD OF EDUCATION OF SCHOOL DISTRICT 68
(NANAIMO-LADYSMITH)**

Report of the Closed Board Meeting January 17, 2024

Minutes – Section 72(3) Report

(3) A board must prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than trustees or officers of the board, or both, were excluded and the record must be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the board.

Trustees

T. Brzovic
N. Bailey
L. Lee
G. Keller
C. Morvay
L. Pellegrin
M. Robinson
T. Rokeby

Absent

C. McKay

General Decisions Made by the Board

- BCPSEA AGM - Voting

General Matters Discussed by the Board

- BCPSEA AGM - Voting



**Maximize our impact through local service and advocacy initiatives
and educational awareness that Empowers all!**

Thank you for your continued support as we mark our 3rd year of the Human Trafficking and Sexual Exploitation Awareness event on Feb 22, 2024. Which I may add is the actual National Human Trafficking Awareness Day in Canada.

For those of you who do not know me, my name is Andrea Paris and I am the Lead Person for this event.

Please, let me give you a quick run down of background information as to how we arrived here, today. Three years ago I met with two wonderful fourth year VIU Criminology students who needed practicums. At that time I was the chairwoman of the Zonta club of Nanaimo. One of our international goals is to bring awareness to human trafficking and sexual exploitation world wide. Seeing that our club is local and we support local people, suddenly an idea was formed over a couple of hours of brainstorming on a wet December day at Tim Hortons. I will never forget the thrill and the sudden energy we gained on that day seeing what is very much needed for this community and what 10 years of annual events would do. Thank you Claudia, Lexi and Dean working with me on our first event.

The concept is that 4th year VIU Criminology practicum students host an awareness event for all high school students as their practicum. Zonta club of Nanaimo is doing the supervision. Our goals and objectives are to grow to be a sizable event with many partner groups to mark and considerably reduce Human Trafficking and sexual exploitation in our neighbourhoods.

According to Cathy Peters, women's activist and founder of the Be Amazing Campaign, (www.beamazingcampaign.org) youth in British Columbia from ages 10-14 are the average age for recruitment in the sex industry and 90% of the luring, grooming, buying and selling occurs online. Furthermore, about 50% of youth trafficked for sexual exploitation in BC are Indigenous girls. Although these stats and facts are daunting, our goal is not to scare or create fear amongst the youth but instead to inform and share the Zonta International organization's mission, resources, and prevention methods. I am going to donate her book for you to pass around and read. As it is about us here and now.

Why are we so passionate about this ? Simply because as per the stats North America's profits on HT has tremendously surprised the drug profits. Implies that it is still viewed as a taboo that it doesn't happen in our own backyard at all.

The organised crime people have figured it out: they can sell a child 5 times a day but one can only buy a drug once. Take a moment and think that through.

Human trafficking has many forms and it is sadly a modern day slavery. Which now has millions more people than when it was legalized.

and lastly, unfortunately Canada does not have legislation on Human trafficking yet. Cambodia is ahead of us, so we need to pull together for sure.

The main goal is to bring awareness, which is the best way to reduce being trafficked. Knowledge is power and creates a generation which is armed to know better. Often, we hear that it is "generational acceptance" and "did not know better".

What we are looking for:

-Once again, to have the Board of Education continued support and promote our event within high schools and the message will reach as many students as possible. It would be so amazing if Student Councils took part or even better to make this day as a Field trip and send as many students as you can. Simply because this impacts all students in many shapes and forms.

-To nurture our partnership. Some help from the RCMP Liaison from Cedar High School. We can manage the event and by your partnership will include SD68 support as partners. Perhaps I might be able to attend a joint planning meeting. This program is literally almost at a zero cost to you. City, RCMP, IH, and private schools are also players besides service clubs.

What we are offering :

-A full day of phenomenal speakers that have served the community for various lengths:

- VIU Prof Michael Down,
- Cathay Peters from Be Amazing Campaign,
- Children of the street organization
- Canadian center to end Human Trafficking
- Tagen Marschall Inspirational speaker and Student of VIU
- Practicum Students presentations
- Q&A

-Free Pizza lunch for students

-Safe environment as we are non partisan and support ALL

-Our enthusiastic volunteers and supporter's help

-At 5:30 Pm we will be at the Bastion Light up to see the colours of purple and orange. Which are the colors dedicated Canada wide. There will be speakers as well addressing the public.

What we are NOT:

-Not a sex education group

You are cordially invited to attend the annual event on Feb 22, 2024 at Cedar Secondary High School. Doors open at 9 am and we start at 9:30 am. It is a full day event and please come anytime if you have time.

As this event is at a school this year, all interested support staff is invited.

Looking forward to seeing many of you there and working together for our children's future.

Sincerely, On behalf of the Zonta Club of Nanaimo

Andrea Paris Leader & advocate for HT,

Jeffrey Ng & Samatha Criddle (VIU Criminology students),

Alexandra Bonkowski & Claudia Fletcher (past students and club members)

Contact Information:

Email: zontaclubnanaimo@gmail.com

Cell: 250-616-4814

www.zonta.org

Last year's successful event proved that the need is huge and that working in collaboration, not in silos, is the key for success.

We thank you for all that you do!

From: [Karen Matthews](#)
To: [Karen Matthews](#)
Subject: Measurable Goals for Inclusion for Children with Down Syndrome
Date: January 22, 2024 11:37:48 AM

From: Tamara Taggart <president@downsyndromebc.ca>
Sent: Thursday, January 18, 2024 3:46 PM
To: Trustees BoardChair <TrusteesBoardChair@sd68.bc.ca>
Cc: secretary@downsyndromebc.ca
Subject: Measurable Goals for Inclusion for Children with Down Syndrome

CAUTION: External Message

A picture containing logo Description automatically generated



downsyndromebc.ca | hello@downsyndromebc.ca | [@downsyndromebc](https://www.instagram.com/downsyndromebc)

January 18, 2024

Greg Keller, Board Chair
School District No. 68, Nanaimo-Ladysmith
Via email: TrusteesBoardChair@sd68.bc.ca

Dear Greg Keller,

We are deeply concerned that the BC school system is failing students with Down syndrome, despite over \$800M being earmarked to promote inclusion and provide supports for students with disabilities. One of the problems that we have identified is that School Districts and schools have not implemented clear measurable goals in respect of the purpose of these funds. If a program has no clear goals that can be measured it is unlikely that such a program will be successful. Without measurable goals it is difficult, perhaps impossible, for School Districts and schools to make improvements.

We have prepared a list of detailed measurable goals that schools and school districts should implement to make education in BC accessible and inclusive for children with Down syndrome. For each child with a special needs designation related to Down syndrome within a school district, the district should evaluate the following questions to assess the level of achievement of the goal

of inclusion.

Measurable Goals to Foster Inclusion for a Child with Down Syndrome

Within an elementary school setting:

- Does the child have support in place on the first day of school that is familiar with the child's specific needs and equipment?
- Does the child have access to a bathroom that he/she can use independently or with outlined support?
- Does the child have a desk and chair among their peers?
- Does the child have access to at least one person at all times who is familiar with the type of communication the child uses? AAC, ASL
- Is the school/teacher/support aware of and do they understand the safety protocols in place for the child (ie food safety plans, choking hazards, flight risk) ?
- Does the child have a space to regulate or relax within the classroom to reduce the amount of times that child needs to leave the classroom?
- Does the child have a communication book or system in place for the family, so the family knows what happens in the child's day?
- Is there a plan in place on day one for curriculum adaptation for the child, so they are included in class topics and learning with peers?
- If the child needs support from an SLP, PT, OT is this in place within the school system?
 - If yes, is the child getting the number of hours of support he/she needs as determined by an expert such as the Down Syndrome Resource Foundation?
 - If not, are arrangements in place for the child to get the supports they need from a therapist outside the school, but during school hours (in person or virtually)?
- Is there support for extracurricular activities and full participation?
- Is there support for field trips/excursions and full participation?

Within the highschool setting:

- Does the child have support in place on the first day of school that is familiar with the child's specific needs and equipment?
- Does the child have access to a bathroom that he/she can use independently or with outlined support?
- Does the child have a desk and chair among their peers?
- If the child has classes in different areas of the school do they have support, if required, to get from one class to the next?
- Does the child have access to at least one person at all times who is familiar with the type of communication the child uses? AAC, ASL
- Is the school/teacher/support aware of and do they understand the safety protocols in

- place for the child (ie food safety plans, choking hazards, flight risk)?
- Does the child have required support to ensure safety during lunch time?
- Does the child have a homeroom if that is common practice in the school?
- Does the child have appropriate support to participate in off-campus activities such as overnights or field trips?
- Does the child have a communication book or system in place for the family, so the family knows what happens in the child's day?
- Is there a plan in place on day one for curriculum adaptation for the child, so they are included in class topics and learning with peers?
- If the child needs support from an SLP, PT, OT is this in place within the school system?
 - If yes, is the child getting the number of hours of support he/she needs as determined by an expert such as the Down Syndrome Resource Foundation?
 - If not, are arrangements in place for the child to get the supports they need from a therapist outside the school, but during school hours (in person or virtually)?
- Is there support for extracurricular activities and full participation?

We hope that you will share these goals with all of the schools in your District and encourage them to put systems in place to measure their success in meeting these goals. We will be asking our members to report on whether these goals have been put in place at their child's school.

Sincerely,



Tamara Taggart
President, Down Syndrome BC



Mary Ann Cummings
Secretary, Down Syndrome BC

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January 18, 2024

Ref: 295529

Greg Keller, Chair
School District No. 68 (Nanaimo-Ladysmith)
Email: trusteesboardchair@sd68.bc.ca

Dear Greg Keller:

I am pleased to advise the Nanaimo-Ladysmith Board of Education that the Concept Plan for the Ladysmith Intermediate seismic mitigation project has been approved to proceed to the next phase of the funding approval process. The Nanaimo-Ladysmith School District (the District) may now proceed to the development of a Project Definition Report (PDR).

Approval was granted to move to the development of a PDR for seismically upgrading the school. An additional option to replace Ladysmith Intermediate may be considered by the District.

Current government policy is to provide provincial funding for the lowest cost seismic mitigation option. This results in school districts being required to fund the difference between a seismic upgrade and replacement, should the replacement school be the higher cost option and the preference of a school district.

Additionally, as part of the development of the project's PDR, the District is required to undertake a detailed procurement analysis that assesses at least three procurement methods. At a minimum, these assessed procurement methods should include design-build, design-bid-build, and construction management.

The first draft PDR is to be provided to the Ministry of Education and Child Care (the Ministry) for review as soon as possible. Once the Ministry has reviewed the document, and any required revisions have taken place, a final version can be submitted for funding approval.

.../2

The Ministry looks forward to working with the District towards the completion of the PDR. If you require further information, please contact Chris Brown, Assistant Deputy Minister, Resource Management and Executive Financial Office, by email at Chris.Brown@gov.bc.ca or by phone at (778) 698-7584.

Sincerely,

A handwritten signature in black ink, appearing to read 'R Singh', with a horizontal line underneath the name.

Rachna Singh
Minister of Education and Child Care

cc: Scott Saywell, Superintendent, School District No. 68 (Nanaimo-Ladysmith)
Mark Walsh, Secretary-Treasurer, School District No. 68 (Nanaimo-Ladysmith)
Chris Brown, Assistant Deputy Minister, Resource Management and
Executive Financial Office
Capital Management Branch, Ministry of Education and Child Care

**NANAIMO LADYSMITH PUBLIC SCHOOLS
BOARD OF EDUCATION
PUBLIC MEETING
ACTION SHEET**

DATE: January 31, 2024
TO: Board of Education
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Policy 2.18 - Trustee Remuneration and Professional Development Expenses

Recommendation:

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt the revised Policy 2.18 – Trustee Remuneration and Professional Development Expenses.

Background:

On November 22, 2023, the Board of Education passed the following motion:

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the amendments to Policy 2.18 - Trustee Remuneration and Professional Development Expenses subject to public consultation utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.

Discussion:

Following the consultation period there was not feedback received.

The Policy committee added the item to the agenda but given there was no feedback has not made any recommended changes.

The rationale for the initial change is attached. However, it should be noted that while the memo indicates that the changes are minor in nature, the language will result in a change in practice that will expand the professional development opportunities available to trustees including supporting longer duration activities as well as covering areas outside of education.

Community Engagement Plan

Utilize the community engagement webpage and include background information with instructions on how to participate during the consultation period: <https://www.sd68.bc.ca/board/community-engagement/>

Information on the community engagement period will be:

- Shared with all district staff via NLPS News
- Emailed to all families via School Messenger platform
- Shared on social media (Facebook)

The consultation period began on November 22, 2023. The community will have until December 22, 2023, to provide feedback by emailing consultation@sd68.bc.ca.

Timeline

- Thursday, November 23, 2023
 - Email to families
 - District news for staff
 - Social media posts
- Thursday, December 14, 2023
 - District news for staff

Messaging

Website:

Policy 2.18 – Trustee Remuneration and Professional Development Expenses

The Board of Education seeks feedback on the [amendments](#) (see portions in red and deleted text). Additional information can be found on the [action sheet](#) and [Governance Corner](#) memo. Please provide [feedback via email](#) by December 22, 2023.

Email to staff and families:

The Board of Education is seeking feedback on the Trustee Remuneration and Professional Development Expenses Policy.

Information on how to participate can be found on the [district website](#).

Thank you/hay ch q'a/Merci

Social media:

Facebook/Twitter

The Board of Education is seeking feedback on the Trustee Remuneration and Professional Development Expenses Policy. You have until December 22, 2023, to share your feedback. More info: <https://www.sd68.bc.ca/board/community-engagement/>

Appendix

Appendix A: Amended Policy 2.18

Appendix B: November 8, 2023 Action Sheet

Section 1 – Board Governance



2.18 – Trustee Remuneration, Professional Development and Expenses

2.18 Trustee Remuneration, Professional Development and Expenses

Purpose

Trustees represent the public interest in public education, acting as liaison between the community and the education system. The Board recognizes the importance of the role of a school trustee and believes that it is a reasonable expectation for trustees to receive remuneration in recognition of service to the District. The Board also recognizes that Trustees must remain informed and must continue to upgrade their skills. The Board may include funds in the annual budget to cover Trustee expenses for attendance at provincial, national and international seminars, conferences, or workshops or coursework, training, memberships or resources related to the work of a trustee education.

Guidelines/Objectives

In accordance with the provisions of the School Act, a Board may authorize the payment of remuneration to the chair, vice chair and other trustees and authorize the payment of a reasonable allowance for expenses necessarily incurred by trustees in the discharge of their duties.

Process

1. Trustee Remuneration

- 1.1. Trustee remuneration shall be reviewed every four years using the BCSTA compensation survey results in the Spring of an election year. Such remuneration shall be adjusted to be equal to the average of five comparator districts based on student enrolment and shall be adjusted for the British Columbia CPI for that year. Any adjustment to remuneration shall be effective December 1st following the inauguration of the newly elected Board.
- 1.2. The current rate of remuneration for the Chair is ~~\$21,329~~ 29,291.97, for the Vice-Chair is \$27,639.67 and for each Trustee is \$26,485.61.
- 1.3. Trustee remuneration is indexed to the cost of living each July using the Vancouver Consumer Price Index for the month of June.

2. Trustee Allowances

2.18 – Trustee Remuneration, Professional Development and Expenses

- 2.1 An allowance of \$45.00 per month will be paid to Trustees to assist with the cost of home internet service.
- ~~2.2 An allowance equivalent to the cost to the employer of an individual benefit plan to be paid to a trustee who is not eligible to be legacied into the employer's benefit plan be instituted until the end of the 2018-2022 term when BCPSEA extended benefits for trustees will cease to be applied to all trustees.~~
- 2.3 Trustee remuneration and allowances as described in the School Act regulations shall be paid to Trustees on a monthly basis.

3. Trustee Expenses

- 3.1 Trustees who are required to use their own vehicles for Board business will be reimbursed on a per kilometer basis and shall be paid upon presentation of a claim. The per kilometer rate shall be the rate set out in Administrative Procedure 203. No Trustee shall receive mileage from home to the District Administration Centre to attend meetings.
- 3.2 Many conventions, conferences and seminars are held which are of interest and value to Trustees during their term of office. Actual costs for travel, accommodation, registration fees and incidental expenses such as parking shall be paid by the Board when a Trustee attends a conference, seminar or convention. Childcare expenses to a maximum of \$50.00 per day shall also be paid by the Board upon submission of a receipt when a Trustee attends such a function. Any additional costs incurred for accessibility-related transportation and accommodation (e.g. barrier free accommodations) shall be paid by the Board. These additional costs shall not be charged against the individual Trustee's professional development allocation. The cost of meals not provided for in registration fees shall be reimbursed using the per diem rate set out in Administrative Procedure 203.
- 3.3 Trustees shall be expected to file an expense report on return for amounts not paid directly by the Board for accommodation, transportation, mileage, registration fees, meals, incidental expenses and childcare costs. With the exception of meals and mileage Trustees shall be expected to provide receipts for all expenses incurred whether paid directly by the Board or paid by the individual Trustee.
- 3.4 For travel outside Canada, the per diem rate may be adjusted to more accurately reflect the cost of living in the area traveled. Costs of exchanging currency may also be claimed.

2.18 – Trustee Remuneration, Professional Development and Expenses

4. Professional Development and Board Expenses

4.1 Annually during the budget process, the Board shall establish an amount within the budget to cover expenses incurred by Trustees related to their attendance at meetings, seminars and conventions. The budget designated by the Board for Trustee expenses shall be divided into two categories as follows:

Trustee Personal Development Funds

4.1.1 Sufficient funds shall be set annually to allow an individual Trustee at his/her discretion to participate in conferences, ~~or meetings~~ **and seminars or coursework, training, memberships or resources** which provide personal development **related to the work of a trustee**~~in the area of education~~. This is to be set as an equal amount for each Trustee. A Trustee shall not exceed his/her allowance without express approval of the Board nor shall the Superintendent or designate make advancements or borrow from other Trustee's accounts without express approval of the Board.

4.1.2 Any individual trustee budget surplus approved in advance by the Chair, will be carried forward to the following budget year. All deficits are to be completely recovered from the following year's budget.

Board Related Expense Activity

4.1.3 Sufficient funds shall be set annually to cover expenses where normally all Trustees participate, such as BCSTA and BCPSEA meetings, Board Retreats, and meetings such as with Ministry of Education. The budget is set as a global amount from which funds are to be withdrawn and accounted for individual Trustees based upon participation in an event. For election years the budget shall be increased to allow for additional activities such as attendance at New Trustee Academies.

~~4.1.4 A Trustee who attends a personal development convention or conference shall file a written report with the Board at a subsequent meeting.~~ **Trustees shall submit an annual report for expenses associated with personal development funds.**

Administrative Procedures related to this Policy may include:

<https://www.sd68.bc.ca/document/ap-203-trustee-and-staff-travel/>

Legal References:	Section 71 School Act
Monitoring Method:	<i>Board of Education / Superintendent</i>
Monitoring Frequency:	
Adopted:	2021.06.23
Amended:	



**NANAIMO LADYSMITH PUBLIC SCHOOLS
BUSINESS COMMITTEE
PUBLIC MEETING
ACTION SHEET**

DATE: November 8, 2023
 TO: Business Committee
 FROM: Mark Walsh, Secretary-Treasurer
 SUBJECT: Policy 2.18 – Trustee Remuneration and Professional Development Expenses

Recommendation

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the amendments to Policy 2.18 – Trustee Remuneration and Professional Development Expenses.

Background

This Action Sheet and recommended motion outline changes to Policy 2.18 recommended by staff. Attached to this Action Sheet is a memo associated with concerns previously related by staff with respect to ambiguity in the Policy.

Discussion

From the outset it is important to note that the updates being proposed to the Policy are not intended to make significant changes to the Policy but rather provide clarity. The Policy was drafted by a group of stakeholders, without trustee participation in 2021. The changes are intended to provide clarity for the administration of the Policy as well as to make minor updates. There are four main changes to note:

1. A clarification that coursework, memberships, training and resources are acceptable use of the funds.

Rationale: This is likely just a clarification of the intent of the funding. Notably, there are examples of trustees receiving support for memberships in the past. As noted in the attached memo, support for professional development of an extended duration does not appear to be part of the policy but likely was not intended to be excluded. As the memo notes, coursework (e.g. Robert's Rules certification) due its duration would not fall under the Policy as written. Also noted, the changes envision the purchase of books or similar "resources".

2. An extension of the purpose of the funds beyond just the area of education.

Rationale: The role of trustee is not limited to education. For instance, there are many opportunities for training in the area of corporate governance that the Policy, as written, do not support. This is a significant restriction that has not always been applied. However, as staff responsible for the administration of the Policy a more open purpose would be preferable. Notably, any overage in expenses would require Board approval so there are no costs associated with the expansion.

3. A change to the reporting requirements with respect to individual professional development. Rather than requiring a one-off report after each personal professional development opportunity, a yearly report is envisioned.
4. The updated trustee stipend has been incorporated. In addition, the removal of a redundant “legacy” provision of the Policy is being removed. Note that the stipend change is a result of the application of the Policy since its inception. **There is no additional remuneration being proposed for trustees.**

Finally, it should be noted that staff is not recommending that the Policy be put to the community for consultation. The changes are intended for the purposes of clarity. It should be noted that the main shift – the expansion from “education” to “personal development to the work of a trustee” is substantive. That shift, however, is intended to serve the interests of the District. While the decision on what “the work of a trustee” is may be subjective and at the discretion of the individual, the opportunity for learning outside of the area of education in the long term will arguably serve the Board well.

Appendix A: Revised Policy 2.18 – Trustee Remuneration and Professional Development Expenses

Appendix B: Memo re Policy 2.18

**NANAIMO LADYSMITH PUBLIC SCHOOLS
BOARD OF EDUCATION
PUBLIC MEETING
ACTION SHEET**

DATE: January 31, 2024
TO: Board of Education
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Policy 2.5 – Board Committees Representation and Annual Workplan

Recommendation:

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt the revised Policy 2.5 – Board Committees Representation and Annual Workplan.

Background:

On December 20, 2023, The Board of Education passed the following motions:

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) accept the report of the ad hoc Student Voice Committee and further that the Board of Education receive the draft revised Policy 2.5 – Board Committees Representation and Annual Workplan and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.

This Action Sheet shows there were two responses from the community about the Policy (Appendix A)

On December 6, 2023, the Education Committee recommended that the Board of Education of School District No. 68 (Nanaimo Ladysmith) accept the report of the ad hoc Student Voice Committee and further that the Board of Education receive the draft revised Policy 2.5 – Board Committees Representation and Annual Workplan and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.

See Appendix B for the draft revised Policy 2.5 – Board Committees Representation and Annual Workplan

Discussion:

Community Engagement Plan

Utilized the community engagement webpage and included background information with instructions on how to participate during the consultation period: <https://www.sd68.bc.ca/board/community-engagement/>

Information on the community engagement period was:

- Shared with all district staff via NLPS News;
- Shared on social media (Facebook and Instagram)
- Shared on the homepage of the district’s website

The consultation period began on December 21, 2023. The community had until January 22, 2024, to provide feedback by emailing consultation@sd68.bc.ca.

Timeline

- Thursday, December 21, 2023
 - District news for staff
 - Social media posts
- Thursday, January 18, 2024
 - District news for staff
- Friday, January 19, 2024
 - Social media posts

Messaging

Website:

Policy 2.5 – Board Committees and Representation and Annual Workplan

The Board of Education seeks feedback on the [draft revised Policy 2.5 – Board Committees Representation and Annual Workplan](#) (see changes in red).

Additional information be found on the [action sheet](#).

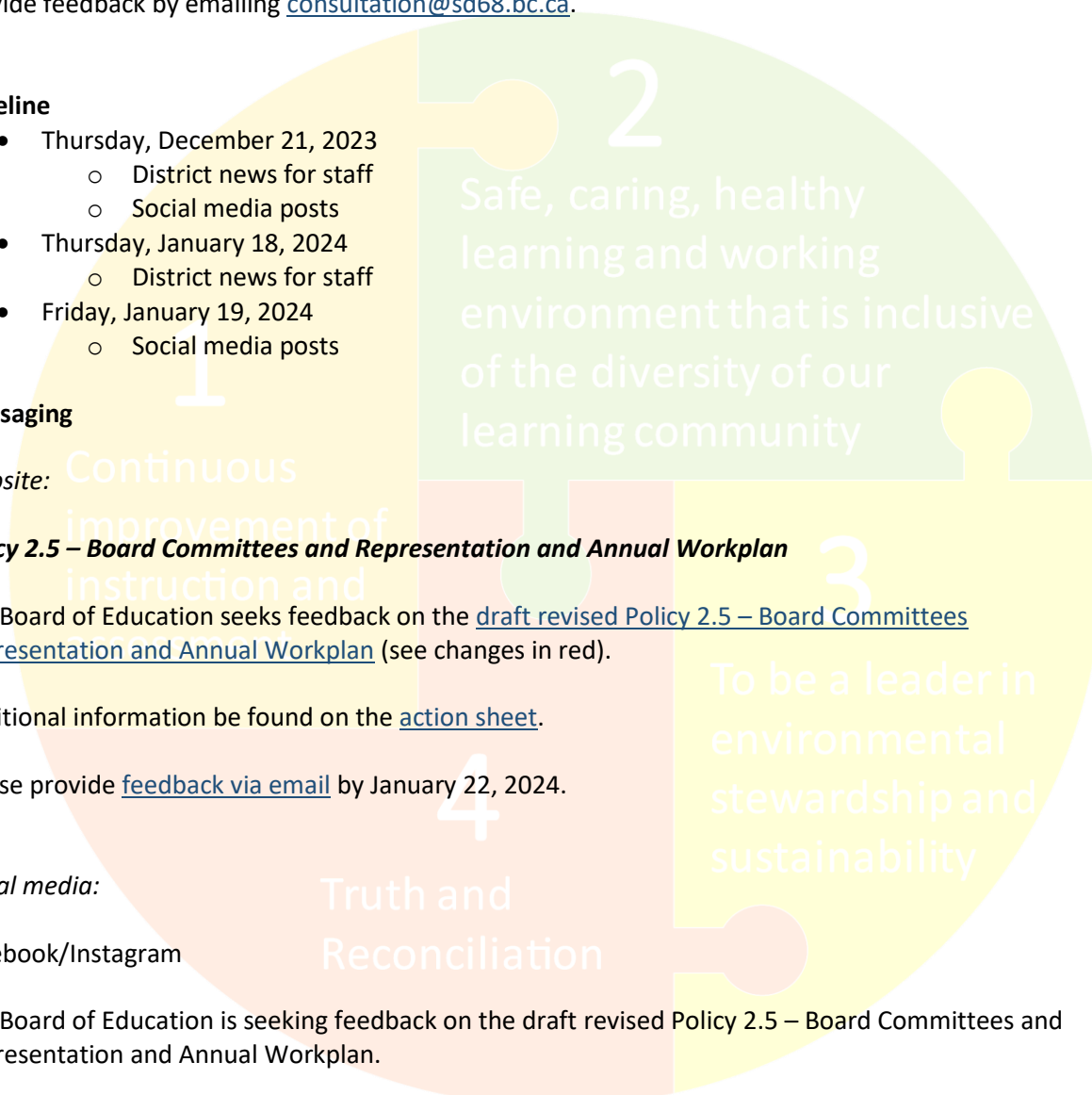
Please provide [feedback via email](#) by January 22, 2024.

Social media:

Facebook/Instagram

The Board of Education is seeking feedback on the draft revised Policy 2.5 – Board Committees and Representation and Annual Workplan.

Information on how to participate can be found on the [district website](#).



Appendix A

Correspondence Received

From: Carly McMahon
Sent: January 21, 2024 8:36 AM
To: Consultation <consultation@sd68.bc.ca>
Subject: Student Voice Circle

CAUTION: External Message

I just want to say that I am very supportive of the Student Voice Circle. This is a long overdue initiative and has the potential to create a more engaged student body who feel they are heard by the district. Thanks,

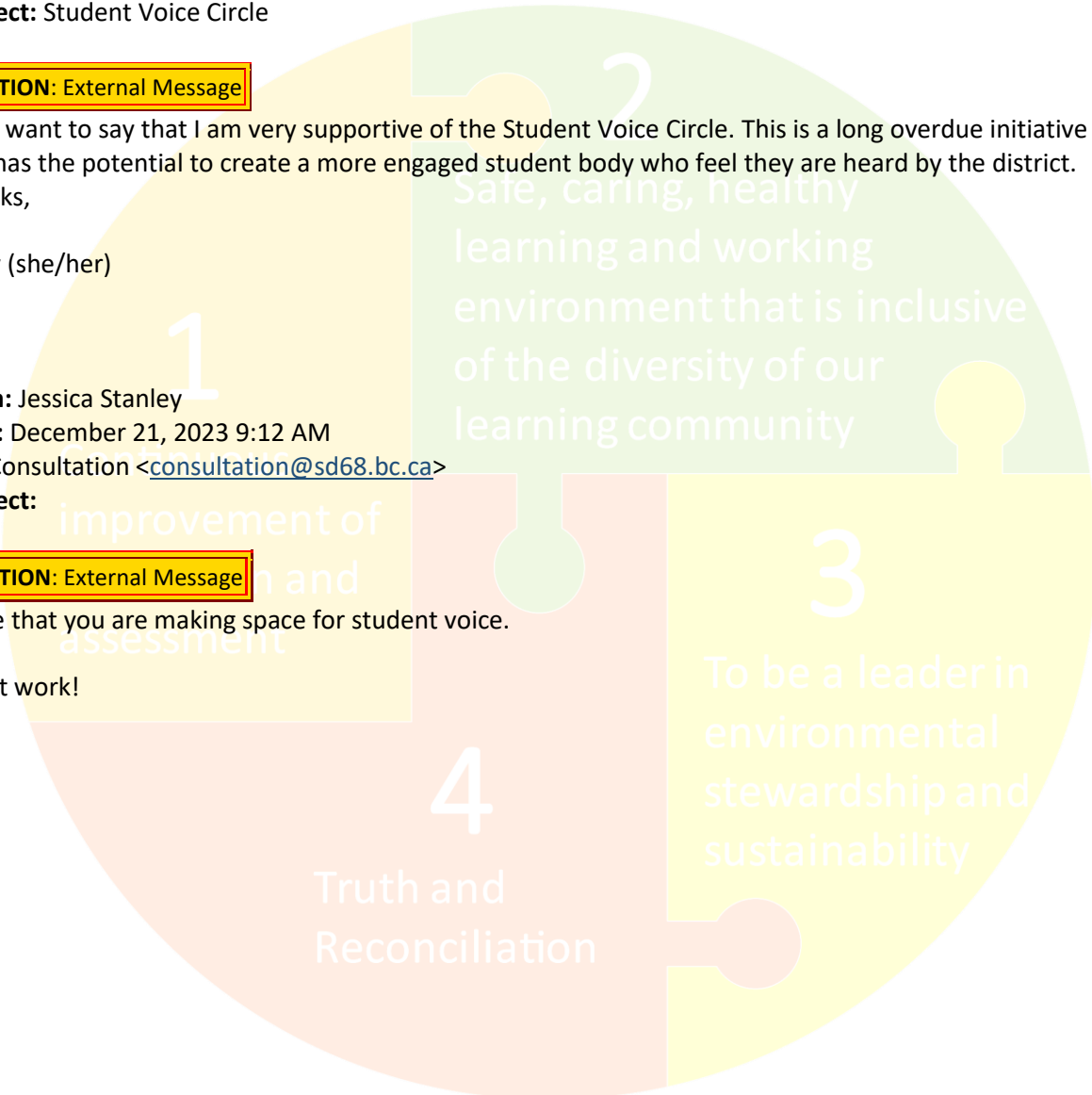
Carly (she/her)

From: Jessica Stanley
Sent: December 21, 2023 9:12 AM
To: Consultation <consultation@sd68.bc.ca>
Subject:

CAUTION: External Message

I love that you are making space for student voice.

Great work!



APPENDIX B

Section 1 – Board Governance



2.5 – Board Committees Representation and Annual Workplan

2.5 Board Committees Representation and Annual Workplan

Purpose

The Board of Education of School District No. 68 (Nanaimo-Ladysmith) believes that the best decisions are supported by the provision of information, rigorous discussion and debate and the inclusion of a diversity of voices **including stakeholders, rightsholders, parents, students and the broader community**. The Board also believes that it has a responsibility to connect to organizations in the broader community to ensure the visibility of the Board and provide feedback to our external partners.

Guidelines/Objectives

This Policy creates the structure to provide opportunities for the Board and our wider community to be informed and provide feedback on issues prior to arriving at the Board for decision. This Policy also outlines the process by which Board representation is chosen for external committees. Finally, to enhance transparency this Policy creates a requirement for the Board to adopt a yearly workplan on when issues are typically brought before the Board.

Process

1. Standing Committees

- 1.1. The Board shall have two (2) standing committees as follows:
 - a Education Committee
 - b Business Committee
- 1.2. The purpose of the Education Committee shall be to address items related to educational programs and services.
- 1.3. The purpose of the Business Committee shall be to address items related to facilities, finance and audit, legislative and compliance issues and human resources.
- 1.4. Standing Committees shall be comprised of all Members of the Board, one of whom shall be elected by the Board at the Inaugural and subsequent Annual Meetings. The Chair of the Board shall not be eligible to Chair a Standing Committee. Each Standing Committee shall have a Vice-Chair elected by the Committee at the Annual Meeting of the Board.
- 1.5. The NDTA, CUPE - Local 606, NSAA, District Parent Advisory Committee (DPAC), and Leaders for Learning shall be invited to name one (1) representative to open meetings of the Standing

2.5 – Board Committees Representation and Annual Workplan

Education and Business Committees as an Advisory Resource. Such representatives may sit as Standing Committee Members with "Voice but no Vote".

- 1.6. Standing Committees shall be governed by Policy 2.6 – Board Meeting Procedures.
- 1.7. The Standing Committee Chair, Vice-Chair, Secretary-Treasurer and Superintendent shall establish items on the agenda for each Standing Committee Meeting. The agenda shall align with the Board's Annual Work Plan.
- 1.8. No report, order or decision of a Standing Committee comes into force until the Board at a Regular or Special Meeting adopts it.

2. Advisory Committees

- 2.1. As need arises, the Board may appoint Advisory Committees for such purposes as it may deem necessary. Advisory Committees may be created by Board motion or as a result of a Board Policy. The Chair of the Board shall designate one of the Members of the Board as Chair.
- 2.2. Advisory Committees shall include the Superintendent or designate(s) and may include other non-Board members, as well as Board Members.
- 2.3. Advisory Committees shall provide regular updates on their meetings and activities to the Board or to the appropriate Standing Committee as provided by each Advisory Committee's terms of reference.
- 2.4. Advisory Committee terms of reference shall be determined by the Board and their processes are not subject to Policy 2.6 – Board Meeting Procedures.

3. Ad Hoc Committees

- 3.1. As need arises, the Board may appoint Ad Hoc Committees for such purposes as it may deem necessary and the Chair of the Board shall designate one of the Members of the Board as Chair.
- 3.2. Ad Hoc Committees shall include the Superintendent or designate(s) and may include other non-Board members, as well as Board members.
- 3.3. Each Ad Hoc Committee may provide regular updates on its meetings and activities to the Board and, at the conclusion of its work, shall present a final written report to the Board.
- 3.4. Ad Hoc Committee terms of reference shall be determined by the committee and their processes are not subject to Policy 2.6 – Board Meeting Procedures.
- 3.5. Unless otherwise directed by the Board, Ad Hoc Committees are dissolved as soon as they have presented their final written report to the Board.

4. Board Workplan

- 4.1. Each September the Board shall adopt a workplan brought forward by the Chair in consultation with all trustees.
- 4.2. The workplan should reflect issues associated with the Board's strategic plan as well as statutorily required items.

2.5 – Board Committees Representation and Annual Workplan

- 4.3. The workplan shall highlight the timing and appropriate meeting where issues will be presented.
- 4.4. The workplan will guide Board agendas and determinations by the Chair and Chairs of the Business and Education Committee as to the inclusion of items on their respective agendas.

5. Board Representatives to Other Bodies

- 5.1. As soon as is practicable following its Annual Meeting each year, the Board shall name Members of the Board as Representatives to such Joint Committees, Organizational/Agency Boards/Commissions, Representative Meetings and Other Internal and External Bodies as it deems necessary to effectively represent the interests of the Board and to discharge its business.
- 5.2. Board Member Representatives to Other Bodies may express their personal views, engage in discussion, problem resolution and generation of proposals and recommendations but shall provide no advice or recommendation on behalf of the Board or commit the District to adopt any recommendation, allocate resources or take any action that has not been approved by the Board.
- 5.3. Board Member Representatives to Other Bodies shall provide a brief written report to the Board following each meeting of the Other Body or semi-annually should the entity not meet regularly.

6. Student Voice Circle

- 6.1. The Board believes that input from students is fundamental in providing a positive, safe and responsive learning environment. The Superintendent or delegate shall maintain a Student Voice Circle to allow for feedback direct to the Board. It shall include a diverse group of students and be guided by the Administrative Procedure maintained by the Superintendent that outlines the purpose and procedure of the group.
- 6.2. The Student Voice Circle will include representatives of all District secondary schools and allow for the Chair and up to two additional trustees to be present during meeting which shall occur not less than twice per school year.
- 6.3. An annual report will be added to the Board Workplan for a report from the Student Voice Circle. Additional reports may be added at the initiative of the Student Voice Circle.
- 6.4. The Board may refer items of importance requiring consultation to the Student Voice Circle.

2.5 – Board Committees Representation and Annual Workplan

Legal References:	School Act 65(2)(a)
Monitoring Method:	<i>Internal Reports/Board and Superintendent</i>
Monitoring Frequency:	<i>Annual</i>
Adopted:	<i>2012.12.10</i>
Amended:	<i>2022.09.28; 2023.06.28</i>

Motion	Comments	Assigned	Due Date	Completed
R23/11/22-04	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the letter from C&M Atherton to staff for response.	Dale Burgos	2023-12-22	Yes
R23/12/20-12	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) send the feedback from the consultation on the Transportation Policy to the Policy Committee and that the Policy Committee make recommended changes (if applicable) for return to the Business Committee upon completion.	Mark Walsh	2024-01-31	Ongoing
R23/11/22-07	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the amendments to Policy 2.18 - Trustee Remuneration and Professional Development Expenses subject to public consultation utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.	Dale Burgos	2023-12-10	Ongoing
R23/10/25-08	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct that Rutherford Elementary School be reopened as of September 2025 and that staff are directed to create a School Transition Working Group to address issues associated with reopening the facility and provide the Board with recommendations with respect to appropriate catchments for Rutherford and the surrounding schools and potential programming, if applicable, to ensure the long-term viability of the school.	Mark Walsh	Fall 2023	Ongoing

R23/08/30-05	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the Policy Committee Work Plan for 2023-2024 and add Policy 2.4 Role of Chair and Vice Chair to the Policy Committee work plan; and that following the 2023 annual general meeting of the Board a subcommittee of the Policy Committee be struck, including the current chair and vice chair as well as the newly elected Chair and Vice Chair, to make recommendations for updates on policy 2.4 to the Policy Committee.	Mark Walsh/Board Chair	Fall 2023	No
R23/06/28-09	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct the Board Chair to appoint an ad hoc Student Voice Committee with a mandate to identify and come up with solutions to the challenges as outlined in the report dated June 7, 2023.	Mark Walsh/Don Balcombe	Fall 2023	Ongoing
R23/03/29-07	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct staff to conduct further consultation as well as provide additional information with respect to potential NDSS options and report back to the Board with recommendations and next steps for the Board to consider and that Gabriola Elementary be removed from consideration to feed into Cedar Secondary School.	Mark Walsh	Spring 2023	Ongoing
R22/06/17-11	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) continue to apply for an expansion at Departure Bay in the 2023-24 capital plan with the intention of replacing portable usage at the school. Such an expansion would not be intended to expand the capacity of the school beyond 400 (the current enrollment of the school) but is intended to remove the portables at the site.	Mark Walsh		Ongoing

R20/09/23-17	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) direct Staff to work with the City of Nanaimo on the draft concept of making NDSS Community Field a medium sized stadium as per the draft City of Nanaimo Stadium Report.	Scott Saywell	Fall 2020	Ongoing
R20/06/24-09	That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer Inclusion Policy 2.10 to the Policy Advisory Committee for review from an anti-racist perspective that acknowledges and address' the existence of systemic racism and provides the necessary revisions and to provide any recommended changes to the Board for consideration in the fall of 2020.	Policy Advisory Committee	Fall 2020	Ongoing